



## DEPARTMENT OF THE NAVY

U.S. NAVY ELEMENT  
REGIONAL HEADQUARTERS  
ALLIED FORCES SOUTHERN EUROPE  
PSC 813 BOX 167  
FPO AE 09620

IN REPLY REFER TO:

USNNAVELEMINST 1500.1  
N1

### NAVY ELEMENT INSTRUCTION 1500.1

From: Officer in Charge, U.S. Navy Element, Naples, Italy

Subj: MILITARY TRAINING

Ref: (a) OPNAVINST 1500.22E  
(b) OPNAVINST 1500.56A  
(c) OPNAVINST 3120.32C  
(d) NAVADMIN 223/00

Encl: (1) LONG RANGE TRAINING PLAN (EXAMPLE)  
(2) SHORT RANGE TRAINING PLAN (EXAMPLE)

1. Purpose. To set forth guidance and procedures for the administration and management of and assign responsibility for the training of military personnel attached to U.S. Navy Element per references (a) through (d).

2. Cancellation. NAVELEMNOTE 1500

3. Background. In any Navy organization, a comprehensive training program is essential to ensure personnel attain the maximum level of expertise in all areas of responsibility; General Military Training (GMT). The Training Officer is responsible for the overall execution of the program.

4. Scope. This instruction applies to all military personnel assigned to U.S. Navy Element and includes:

a. General Military Training. Designed to prepare personnel with the knowledge to fulfill the obligations of their oath of service with a sense of satisfaction and accomplishment; to provide guidance and information on matters affecting their welfare; to address informational subjects that will increase their professional knowledge and to address matters of importance in the Navy and civilian communities.

b. Information. GMT will be held on a monthly basis. Enclosure (1) outlines topics for calendar year 2003. Dates are

published in the Navy Element's Plan of the Week (POW). Selected subject matter experts will be requested by the Navy Element Training Officer to prepare and facilitate a discussion on specific representatives. GMT on-line consistent of topics in Enclosure (1) and will be published via e-mail to members with e-mail addresses. Members with e-mail addresses but no access to computers have the option of using a computer terminal at the U.S. Navy Element. If a member has neither, then a hard copy will be distributed and completed by the target date.

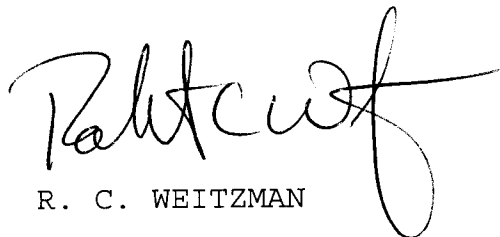
5. Action Officers.

a. The Navy Element Training Officer will:

(1) Review scheduled lectures to ensure required topics meet Navy objectives.

- b. Ensure that a monitor is present for the live training, preferable a Naval Officer. Provide a critique sheet to critique topic of discussion.
- c. Ensure (1) Live GMT is scheduled and performed monthly. The live topic for the month will be announced and promulgated well in advance via POW and e-mail. This is for personnel without access to email.
- d. Ensure that the space reserved for training is clean, well lit and conducive to a comfortable training environment.
- e. Coordinate and set-up any support equipment or stage props as required by the guest speakers prior to the scheduled training.
- f. Ensure muster sheet is provided for signature of personnel in attendance.
- g. Route critique sheets to CMC and OIC for review and to update and improve the GMT program.
- h. In December; Submit an annual long range training plan via the chain of command for approval by January.
- i. In March, June, September, and December submit quarterly short range training plan to Chain of Command. For approval for following quarter.
- j. Email long and short range training plans to senior enlisted personnel upon approval.

6. Provide written justification to the Navy Element Training Officer when divisional personnel are unable to complete GMT on-line or GMT live.
7. Monitor GMT attendance and recommend appropriate administrative or disciplinary action for personnel who do not attend. First unexcused absence will result in letter being forwarded to member's Department Head. Second unexcused absence will result in Page 13 entry in service record.
8. Division Representatives/Training Petty Officers will ensure division training records are properly updated upon the completion of each GMT training session per reference (c).
9. Notify the OIC and CMC of any discrepancies or problems which may arise concerning the GMT program.



R. C. WEITZMAN

[illegible]

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
OIC

**U.S.NAVY ELEMENT**  
**Short Range Training Plan**

Week/Date	Topic	Lecturer	Monitor	NO.	Length	Remarks

Submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
                  TRAINING OFFICER

Recommended: \_\_\_\_\_ Date: \_\_\_\_\_  
                  CMC

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
                  OIC